

TRANSCRIPT

Open Meeting Law Web Training

1. Introduction/Definitions

Slide 1

Welcome to the Massachusetts Attorney General's web training on the Open Meeting Law. During this training, we'll explain the requirements of the Open Meeting Law so that you as a member of the public, the press, or a public body can understand and follow the law. Please note that this presentation is current as of March 1, 2012. Please check with the Attorney General's office to ensure that a more recent presentation has not been published. You can do so by visiting the Attorney General's Open Meeting Law website at www.mass.gov/ago/openmeeting.

This training is divided into 6 parts. You can view the entire training by watching each part in order, or you can skip to any particular part you'd like to review. The run time for the entire presentation is approximately one hour.

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The Open Meeting Law was revised as part of the Ethics Reform Act of 2009, and the Office of the Attorney General assumed responsibility for enforcement of the law at all levels of government on July 1, 2010.

The Open Meeting Law tries to strike a balance between government transparency and government efficiency. The law ensures transparency by requiring public bodies to post notice of their meetings, conduct deliberations in public view, and provide public access to their meetings and certain documents.

The law also enables the government to efficiently and effectively manage its operations by allowing certain deliberations to take place in executive, or closed, session. Finally, the law permits public bodies to maintain the confidentiality of certain executive session records.

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The revised Open Meeting Law created the Division of Open Government within the Attorney General's Office. The Division is responsible for educating and training public officials and members of public bodies on the requirements of the Open Meeting Law. The Division also has the power to promulgate regulations to interpret and enforce the law. You can find the Attorney General's Open Meeting Law regulations on the Attorney General's website.

The Division also provides guidance on the Open Meeting Law's requirements through the Attorney General's website, as well as through a hotline that the public can call with questions. The hotline number is 617-963-2540, and questions can also be emailed to the Division at openmeeting@state.ma.us.

Finally, the Division addresses Open Meeting Law complaints filed against public bodies. The Division investigates complaints, makes findings and, if necessary, brings enforcement actions. All of the Attorney General's Open Meeting Law determinations are available on the Attorney General's website.

As an alternative to the traditional complaint process, three or more registered voters may also file an Open Meeting Law complaint against a public body in superior court.

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This presentation covers a number of aspects of the Open Meeting Law, however there are some basic principles that we'd like you to keep in mind. First, whenever a public body subject to the law holds a meeting, the public must be given proper notice of the meeting. Second, all meetings must be open and accessible to the public, unless the public body properly enters into executive, or closed, session.

Third, public bodies must create and maintain accurate minutes for all meetings, including both open and executive sessions.

Fourth, there's a complaint process, whereby a person may file a complaint alleging that a public body violated the Open Meeting Law. This process requires that the complaint be filed first with the public body, and that the public body have an opportunity to respond and take corrective action if appropriate before the complaint can be filed with the Attorney General.

Finally, we note that all members of public bodies must sign the Attorney General's certification form stating that they've received and read the Open Meeting Law, the Attorney General's regulations, and the Attorney General's Open Meeting Law Guide. All of these materials are available on the Attorney General's website.

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The Open Meeting Law only applies to public bodies, and the question we are asked most frequently is whether or not an entity is a public body. To make that determination, the best place to start is with the Open Meeting Law's definition of the term Public Body. A public body is defined as a multiple-member board, commission, committee or sub-committee, however created, elected, appointed, or otherwise constituted, that's established to serve a public purpose.

This is a very broad definition, but it's important to note that a public body must have multiple members. An individual public official cannot be a public body, therefore, and does not have to comply with the Open Meeting Law. Also, note that a public body can be any type of multiple-member board, regardless of what it's called. It could be a committee, a task force, an ad-hoc committee, or a working group, but if it meets this definition, it could be a public body.

Subcommittees are also public bodies. A subcommittee is a multiple member board created to advise or make recommendations to a public body.

Now there are several statutory exclusions to the Open Meeting Law's definition of public body. The Massachusetts state legislature and its committees are not public bodies. Bodies of the judicial branch, such as judicial panels or juries, are also not public bodies. Bodies created by one of the six constitutional officers solely to advise that constitutional officer are also not public bodies. However, this applies only to the Governor, the Lt. Governor, the Secretary of State, the Attorney General, the State Auditor and the Treasurer.

In addition, all bodies that are not established to serve a public purpose are not public bodies for purposes of the Open Meeting Law. For example, an office committee to plan a retirement party for a colleague will likely not be a public body.

Besides the statutory exclusions, there is a judicially recognized exception to the definition of public body. This is the Connelly exception, and it was created by the Supreme Judicial Court in the case of Connelly versus School Committee of Hanover. The Connelly exception states that where an individual public official creates a committee to advise that person on a decision that he or she has the sole authority to make, that committee is not subject to the Open Meeting Law.

In the Connelly case, the superintendent of schools had the sole authority to recommend a candidate for the position of principal to the school committee for confirmation. The superintendent decided to create a committee to interview candidates and make recommendations to him. This committee consisted of members of the public as well as school officials and even some school committee members. And the Court found that because the committee was created by the superintendent solely to advise the superintendent, and because the superintendent could have interviewed and chosen a candidate without creating a committee, the committee was not a public body and therefore was not subject to the Open Meeting Law.

Note however, that if it had been the school committee that had the power to choose the new principal, and the school committee decided to create a committee to interview candidates, the committee would have been a public body subject to the Open Meeting Law.

There are different types of public bodies: State, local, regional, district, and county. These distinctions matter only for the process of filing meeting notices and authorizing remote participation.

State public bodies include bodies such as the Open Meeting Law Advisory Commission, the state Board of Library Commissioners, and the Board of Higher Education. Note also that charter school Boards of Trustees are considered state public bodies, not local.

Local public bodies can include the Board of Selectmen, School Committee, and Planning Board. The governing board of a local housing or redevelopment authority is also considered a local public body.

Regional or district public bodies are those with a jurisdiction that covers more than one municipality. Regional school committees, water commissions, and planning commissions are all examples of regional or district public bodies.

County public bodies may exist in areas that still have a county government. Boards of County Commissioners, County Retirement Boards, and a County Charter Review Commission are some examples of county public bodies.

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Now here are some examples of entities that are not public bodies.

At the state level, the legislature is statutorily exempt from the Open Meeting Law. The Judicial Nominating Commission is also not a public body because it's a body created to advise a constitutional officer, namely the Governor. The Massachusetts Municipal Association is also not a public body because it's a private, not-for-profit entity.

At the regional level, a regional high school boosters club is also a private organization, so it's not considered a public body.

At the local level, neighborhood watch associations and parent-teacher organizations are generally private organizations that are not created by government, and therefore are not public bodies. Local political groups, Republican and Democratic town committees, for instance, are political party committees, and are not subject to the Open Meeting Law.

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Once you've determined that a group is a public body, the next step in figuring out whether the Open Meeting Law applies is to look at what the group is doing, specifically whether it's deliberating.

Deliberation is defined as an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction.

This is also a very broad definition. It covers any communication, whether in person, over the phone, or through email, between or among a quorum of a public body. For purposes of the Open Meeting Law, a quorum is defined as a simple majority of the members of the body, unless otherwise provided in a general or special law, executive order or other authorizing provision.

Fewer than a quorum of a body's members can discuss matters within that body's jurisdiction without that communication being a deliberation. So if three members of a seven-member committee, for instance, decide to meet to discuss committee business, that would not be a deliberation, provided they're not a subcommittee.

However, public body members should be careful to avoid serial communications between a quorum. For example, if there's a five member board, and member A calls member B, then member B calls member C and relays what he just discussed with member A, this could constitute a deliberation, because the communication has now reached a quorum. This is a particular problem with conversations over email that are forwarded from one member to another, or on which a quorum of the members are copied.

Some activities are specifically exempt from the definition of deliberation. Members of a public body may distribute a meeting agenda, procedural or scheduling information, and generally that will not constitute deliberation. Reports or documents to be discussed at a meeting can also be distributed to a quorum of a public body without constituting deliberation. These exceptions only apply, though, if the person distributing the agenda, document, or scheduling information doesn't express any opinion on matters within the body's jurisdiction.

For instance, a public body member can email the rest of the members of the public body a report generated by a consultant to be discussed at the next meeting. However, the distributor cannot comment in the email that he or she agrees with the report and thinks the body should approve it at the next meeting.

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The next important definition is that of meeting. A "meeting" is a deliberation by a public body with respect to any matter within the body's jurisdiction. So, if a quorum of the members of a public body expect to deliberate, they must hold a meeting and provide notice to the public.

Again, there are statutory exclusions to this definition. First, an on-site inspection by a quorum of a public body is not considered a meeting, provided the members do not deliberate.

A quorum of a public body may also attend an event or training, provided they don't deliberate. So if all the members of the school committee attend a holiday party, for

instance, but they don't discuss school committee business, they don't have to post notice for a meeting.

A quorum of a public body may also attend the meeting of another public body, provided they don't deliberate. Members of a public body may participate in the meeting of another public body if they communicate only by open participation, such as by sitting in the audience and addressing the public body on the same terms as members of the public, and again, do not deliberate. If a quorum of a public body wants to deliberate during a meeting of another public body, then the two bodies should notice and hold a joint meeting.

Meetings of quasi-judicial boards for the sole purpose of making a decision in an adjudicatory proceeding are also not considered meetings subject to the Open Meeting Law. This exception only applies to certain state public bodies that conduct adjudicatory proceedings, and it's not available to local public bodies, such as Zoning Boards of Appeal.

Finally, sessions of Town Meeting, the formal legislative session of many municipalities, are not meetings subject to the Open Meeting Law. However, some committees of Town Meeting may be public bodies subject to the law.

2. Notice

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This section of the presentation covers the Open Meeting Law's meeting notice requirements. Please note that this presentation is current as of March 1, 2012. Please check with the Attorney General's office to ensure that a more recent presentation has not been published. You can do so by visiting the Attorney General's Open Meeting Law website at www.mass.gov/ago/openmeeting.

Except in an emergency, a public body must post notice of every meeting at least 48 hours in advance, not including Saturdays, Sundays, and legal holidays. So for a Monday meeting, notice must be posted by the previous Thursday, assuming Monday is not a legal holiday.

Each notice must include, at a minimum, the date, time, and place of the meeting, and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. The topics must be described with enough detail so that a member of the public will understand what will be discussed at the meeting. Broad topics such as new business or old business are not sufficiently specific, though they may be used as headings under which more specific topics are listed.

Public bodies may discuss topics that were not listed in a meeting notice if the topics were not reasonably anticipated by the chair 48 hours in advance of the meeting. However, our office strongly encourages public bodies to postpone taking action on any

subject that arises for the first time during a meeting, particularly if the subject is controversial or of concern to members of the public, until appropriate notice of the discussion can be given to the public.

Public bodies may still list a topic for public comment or open forum, if the body so chooses.

Public bodies do not have to post notice 48 hours before an emergency meeting. An emergency is a sudden, generally unexpected occurrence or set of circumstances demanding immediate action. An example of an emergency is a water main break or a flood, something that requires a public body to immediately take action. Discovering that a deadline is approaching or that scheduling conflicts among members require a meeting within 48 hours are not emergencies.

If a public body holds an emergency meeting, the public body must post notice as soon as reasonably possible prior to that meeting.

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The next few slides cover how to post the notice for a meeting. Local public bodies must file a meeting notice with the municipal clerk. The notice must be posted in a manner conspicuously visible to the public, including persons with disabilities, at all hours in or on the municipal building where the clerk's office is located. Some towns use an outdoor bulletin board or a binder of notices in a weatherproof box to comply with this requirement.

The Attorney General's regulations provide for several alternative notice posting methods, however. The regulations may be found at 940 CMR 29.03, and are available at the Attorney General's website.

Alternative notice posting methods include posting notice to a municipal website. Municipalities can also choose to post notice on a local cable access station, provided the notice is also posted, or the cable station is available, at an alternative municipal building accessible to the public 24 hours a day. Municipalities can also publish notices in a newspaper, provided the paper or notices are available at an alternative municipal building accessible to the public 24 hours a day. Municipalities can also publish notices via an electronic monitor or display that is accessible to the public 24 hours a day. Finally, a municipality may create audio recordings of meeting notices available to the public 24 hours a day.

If a municipality adopts an alternative method of notice posting, the municipality must inform the Division of Open Government of the method chosen, and if it's a website, the website location. The clerk must also keep a paper copy of the notice available for the public to view during the clerk's regular business hours.

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Regional or district public bodies must post notice in each city or town within the region or district in the manner prescribed for local public bodies, or may post to website as an alternative method notice posting. Once again, any public body choosing to use an alternative posting method must inform the Division of Open Government.

For a regional school district, the secretary of the regional school district is the clerk of the school district and shall file the notice with the clerk of each city or town in the district, or may post notice to website as an alternative notice posting method.

County public bodies must post notice with the office of the county commissioner and a copy of the notice must be posted in a manner conspicuously visible to the public at all hours in a place or places designated by the county commissioners, or they may post to website as an alternative notice posting method.

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State public bodies must post their meeting notices to a website. The website can be either the website of the public body, or the website of its parent agency.

State public bodies must notify the attorney general of the location of the website where meeting notices will be posted, but do not have to send the Attorney General a copy of every notice.

State public bodies do need to send a copy of each meeting notice to the Regulations Division of the Secretary of State's Office. Notice can be sent by email to regs@sec.state.ma.us.

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These are some common concerns regarding notice posting.

A question we frequently receive is "What do I do if a topic comes up before the meeting, but after notice has been posted?" Public bodies are encouraged to update the meeting notice, if possible, if they become aware within the 48 hour period before the meeting of a new topic that will be discussed at the meeting.

One way to prevent this problem is for chairs to avoid posting notice so far in advance that there is a high likelihood new topics will arise. Public bodies that wish to give the public additional notice of the dates it plans to meet may publish a schedule of all their meeting dates for a year. However, that schedule will not suffice as the Open Meeting Law notice until the updated listing of topics is added closer to the time of the meeting.

We are also frequently asked "What do I do if the clerk can't post notice in time?" Chairs of local public bodies are encouraged to work with municipal clerks to enable sufficient time for posting. Responsibility for ensuring compliance with the open meeting law lies

with the public body, not the clerk. It is therefore important to be familiar with the clerk's schedule. Some municipal clerks' offices are closed on Fridays, or have reduced hours on certain days. A notice is considered posted when it is published to the public, not when it is received by the clerk.

Meeting cancellations do not require 48 hours' notice; they can be cancelled at any time. However, we encourage public bodies to update the notice posting when a meeting is cancelled.

Meetings that are continued, or cancelled and rescheduled, must comply with all notice requirements of the Open Meeting Law. A public body cannot adjourn a meeting one night, and then reconvene the next night, unless 48 hours' notice has been posted.

Finally, it's important to note that other laws may require additional notice for certain meetings. For example, some public hearings require two weeks' notice and publication of the notice in a newspaper.

3. Accessibility/Remote Participation/Public Participation

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This section of the presentation covers the Open Meeting Law's requirements for accessibility, remote participation, and public participation in meetings. Please note that this presentation is current as of March 1, 2012. Please check with the Attorney General's office to ensure that a more recent presentation has not been published. You can do so by visiting the Attorney General's Open Meeting Law website at www.mass.gov/ago/openmeeting.

Public bodies must ensure that all members of the public can attend open meetings. Public bodies must meet in locations that can accommodate anticipated crowds, and are accessible to the disabled.

The Attorney General's Civil Rights Division is available to assist the public in meeting the requirements of laws including the Americans with Disabilities Act, the Federal Rehabilitation Act of 1972, and certain state law provisions.

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The Attorney General has authorized the use of remote participation during meetings of public bodies if the practice has been adopted by the appropriate entity. Remote participation should be used as a means of increasing participation in government, and not as a means of undermining the spirit of the Open Meeting Law. The Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible.

Before members of a public body may participate in a meeting remotely, remote participation must be adopted as follows:

For local public bodies, the chief executive officer must authorize remote participation for all public bodies in the municipality. Generally, this will be the Board of Selectmen or the Mayor, depending on the municipal charter.

For county public bodies, the county commissioners must authorize remote participation for all county public bodies in that area.

For all other public bodies, including state and regional public bodies, a simple majority of the public body members must vote to authorize remote participation, with that vote applying to all subsequent meetings.

There are certain minimum requirements that public bodies must meet when using remote participation during a meeting. The remote participants, and all persons present at the meeting location, must be clearly audible to each other. Also a quorum of the body, including the chair, or in the chair's absence, the person authorized to chair the meeting, must be physically present at the meeting location. Finally, members of public bodies who participate remotely may vote and shall not be deemed absent from the meeting.

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If remote participation has been adopted, public body members can participate in meetings remotely for any of five permissible reasons. One or more of the reasons must make physical attendance unreasonably difficult. The reasons are personal illness, personal disability, emergency, military service, and geographic distance.

If a member of a public body anticipates needing to participate in a meeting remotely, that person must first notify the chair as soon as reasonably possible before the meeting. If the chair determines that one of the five reasons we just listed would make that person's physical attendance unreasonably difficult, then the chair must announce at the beginning of the meeting who is participating remotely and for which of those five reasons. This information also must be included in the meeting minutes. Note though that the chair does not need to provide any detail about the reason beyond citing the applicable section of the regulation, 940 CMR 29.10(5) a through e.

During a meeting at which a member of a public body is participating remotely, all votes must be taken by roll call. A public body member may participate remotely during an executive session, but he or she must state first at the start of the executive session that no other person is present or able to hear the discussion at the remote location, unless the presence of that person has been approved by a simple majority vote of the public body.

Whenever feasible, the person chairing the meeting should distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting,

such documents are part of the official record of the meeting, and must be listed in the meeting minutes.

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Acceptable methods for remote participation include telephone, internet, or satellite enabled audio or video conferencing. Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another is also acceptable. Participating by online chat or text message however is not permitted. The public body may choose which method of remote participation it wants to use.

When a public body uses video technology, the remote participant must be clearly visible to all persons present at the meeting location.

When technical difficulties arise during a meeting, the person chairing the meeting may decide how to proceed, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred must be noted in the meeting minutes.

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The Open Meeting Law was meant to ensure public access to the activities of government, but it does not guarantee the public an absolute right to participate in meetings. Members of the public have a right to attend any open session of a public body's meeting. However, the chair has discretion over who may speak during a meeting, and members of the public may not address the body without permission of the chair. We strongly encourage chairs to give the public an opportunity to comment, however, especially where the discussion involves a topic that is controversial or of great public interest.

Members of the public have the right to make an audio or video recording of any open session meeting, provided they notify the chair first. Once notified, the chair cannot prohibit a person from recording an open meeting. The chair can set reasonable requirements as to the placement and operation of the equipment so that it doesn't interfere with the conduct of the meeting. If a person informs the chair that the meeting is being recorded, the chair must then inform the other attendees at the beginning of the meeting or when the recording begins.

Finally, the chair has the authority to keep control of the meeting. If a person is disruptive, the chair can give that person a clear warning to stop. If the person continues to be disruptive during the meeting, the chair can order that person to leave. If the person

does not leave, the chair may authorize a police officer to remove the person from the meeting.

4. Executive Session

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This section of the presentation covers the Open Meeting Law's requirements for executive sessions. Please note that this presentation is current as of March 1, 2012. Please check with the Attorney General's office to ensure that a more recent presentation has not been published. You can do so by visiting the Attorney General's Open Meeting Law website at www.mass.gov/ago/openmeeting.

The Open Meeting Law allows public bodies to conduct closed, or executive, session meetings in certain circumstances. There are 10 purposes for executive session, and a public body may only enter executive session for one of those 10 purposes.

Before entering executive session, there are a number of procedural steps a public body must take. Failure to take these steps could result in nullification of any action taken during the executive session.

A public body must convene in open session prior to going into executive session. It is not appropriate, for example, for a public body to hold an executive session at 6:30pm and then hold its open meeting at 7pm. The body must convene a public meeting first, and then enter executive session.

When entering executive session, the chair must publicly state the purpose or purposes for the executive session. The chair must provide as much detail as possible about the reason for the executive session without compromising the purpose for confidentiality. This should also be included in the meeting notice if the executive session is reasonably anticipated by the chair 48 hours before the meeting.

The public body must conduct a roll call vote to enter executive session and obtain a majority vote of the members.

Before entering executive session, the chair must inform the public whether the body will reconvene in open session after the executive session, or if it will adjourn from the executive session.

At the start of the executive session, if any members of the public body are participating remotely, they must state for the record that no other person is present at the remote location, unless approved by the body.

During the executive session, the public body must maintain minutes of the meeting, and retain any documents used by the public body. This is particularly important because,

since these discussions occur outside of public view, the minutes are the only way the public knows what was discussed.

It is important that executive session remain focused on only those matters for which the executive session was lawfully called. If the executive session was called to discuss litigation, for instance, it is not appropriate to discuss other items such as contracts, even if the discussion would have been appropriate for executive session had the topic been announced. The chair must moderate the discussion and keep members from straying to topics that were not announced or are not appropriate for the executive session.

Finally, all votes during executive sessions must be recorded by roll call and included in the minutes.

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If a public body seeks to close its discussion from the public by entering executive session, it may only do so for the following 10 purposes.

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Purpose 1 allows a public body to enter executive session “to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.”

A public body may not use Purpose 1 to discuss the professional competence of an individual. Employee evaluations and annual reviews must be conducted in open session. Discussions of professional competence can only occur in executive session if it’s directly related to a complaint against or discipline of an individual.

If a public body enters executive session under Purpose 1, the public body must afford the individual being discussed certain rights. Failure to do so could result in nullification of any action taken by the public body during the executive session, and possible reinstatement of a dismissed employee.

The public body must notify the person being discussed in writing at least 48 hours before the proposed executive session. The individual has the right to request that the discussion be conducted in open session, and the public body cannot deny this request. The individual also has a right to be present at the executive session during deliberations that involve him or her. The individual has a right to have counsel or another representative present for the purpose of advising the individual, but not for the purpose of active participation. The individual has a right to speak on his or her own behalf during the session. Finally, the individual has the right to create an independent record of the session though audio-recording or transcription, at his or her own expense.

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Purpose 2 allows a public body to enter executive session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. The meeting notice for an executive session held for this purpose must include details such as the name of the party or union with whom the public body is negotiating.

When discussing the contract of non-union personnel, there is a presumption that professional competence of the individual has already been discussed in open session. It is not appropriate to use this executive session purpose to perform an annual review of an employee's performance if one has not already occurred in open session, however how a performance evaluation affects a contract negotiation can be an appropriate part of the executive session discussion.

When a public body negotiating a contract or collective bargaining agreement reaches final terms in executive session, it must still ratify or vote on the agreement in open session before the agreement can take effect. These agreements are public documents once they are final.

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Purpose 3 allows a public body to enter executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The chair must declare publicly before entering executive session that deliberating in open session would have a detrimental effect on the public body's bargaining or litigating position.

When entering executive session to discuss strategy with respect to litigation, the litigation must be pending in court, or imminently threatened or demonstrably likely. It is not appropriate to enter executive session simply because a party has an attorney, or has a right to appeal a decision by the public body.

When listing this executive session topic in a meeting notice, public bodies should include the names of the parties to the litigation, or the bargaining unit if the purpose is being cited for collective bargaining negotiations.

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Purpose 4 allows a public body to enter executive session to discuss deployment of security personnel or devices. Examples include discussing security detail at an event or parade route, or discussing the location of security cameras. This purpose may not be used to discuss police contracts or employment in executive session.

Purpose 5 allows a public body to discuss matters of criminal misconduct in executive session, and includes the discussion of referrals to law enforcement authorities. Unlike Purpose 1, this executive session purpose does not require that the public body inform the person who is the subject of the discussion, or state his name or her name in the meeting notice.

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Purpose 6 allows a public body to enter executive session to consider the purchase, exchange, lease or value of real property, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. The public body must be considering the purchase, sale or lease of land. General discussions of land use are not appropriate under this executive session purpose. The chair must also declare publicly before entering executive session that deliberating during an open session would have a detrimental effect on the public body's negotiating position.

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Purpose 7 allows a public body to enter executive session to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements. The public body must cite the specific statute, or federal grant-in-aid requirement, that requires confidentiality or a closed session, for example, the public records law or the statutory right to privacy. We strongly recommend consulting with counsel before entering executive session under this purpose, as it may require a legal determination.

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Purpose 8 allows a public body to enter executive session to consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening.

A preliminary screening committee must consist of a sub-quorum of the public body, though it may include people who are not members of the public body.

A preliminary screening may include resume review and more than one round of interviews resulting in the recommendation of two or more finalists to the parent body. Once there are finalists, however, all additional interviews must be conducted in open session.

Before entering executive session, the chair must declare that an open meeting will have a detrimental effect in obtaining qualified applicants.

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Purpose 9 allows a public body to enter executive session to confer with a mediator on a litigation or other decision during a formal mediation process.

The last purpose, Purpose 10, applies to a select few public bodies. It allows them to enter executive session to discuss trade secrets in the course of activities conducted by a public body as an energy supplier. These are public bodies organized to supply energy pursuant to specific state laws.

5. Minutes and Records

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This section of the presentation covers the Open Meeting Law's requirements for meeting minutes and records. Please note that this presentation is current as of March 1, 2012. Please check with the Attorney General's office to ensure that a more recent presentation has not been published. You can do so by visiting the Attorney General's Open Meeting Law website at www.mass.gov/ago/openmeeting.

Public bodies must create and maintain accurate minutes of every open and executive session meeting. The minutes must state the date, time, place of the meeting, and list of the members present or absent, though our office recommends including a list of both the present and absent members.

The minutes must also include a summary of the discussion on each topic. The summary doesn't need to be a transcript of everything that occurred, but it should include enough detail so that a member of the public who didn't attend the meeting could read the summary and understand what occurred and why the body took the action that it did. The summary should also include minority as well as majority opinions, where relevant.

The minutes must also note every decision made and action taken, including a record of all votes. Secret ballots are strictly prohibited, both for open and executive session meetings.

The minutes must contain a list of the documents and other exhibits, such as pictures or models, that are used by the body during the meeting, including any documents used by a remote participant. The documents or exhibits do not need to be attached or included as part of the minutes, just listed.

Finally, the minutes have to include the name of any member who participated remotely and the applicable section of the Attorney General's regulations justifying his or her remote participation. The five reasons for remote participation can be found at 940 CMR 29.10, Section 5, and are available on the Attorney General's website.

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All minutes must be created and approved by the public body in a timely manner for both open and executive session minutes. There is no definition of timely manner, but we recommend that minutes be approved at the next meeting, if possible. All documents and exhibits used by a public body must be retained as public records, but they do not need to be physically stored with the meeting minutes

If a person requests the minutes of an open session meeting, the minutes must be provided within 10 days of the request, whether they're in draft or final form, regardless of whether the public body has approved them.

For executive session minutes, as well as all documents used during an executive session, these must be disclosed once publication will no longer defeat the purpose for having entered into executive session, unless they're exempt from disclosure under the public records law, or because of attorney/client privilege.

The Secretary of State recently updated the municipal records retention schedule, which dictates how long certain records must be retained, and when they can be destroyed. Please visit the Secretary of State's website for more information.

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Executive session minutes must be reviewed periodically by the chair or by the public body to determine whether the purpose for executive session remains. We recommend that public bodies do so whenever they believe the purpose for confidentiality may have expired and, at a minimum, every other month. This determination must be announced during the next meeting and must be included in the minutes.

If a person makes a request for executive session minutes, the minutes must be provided within 10 days, unless a review has not been undertaken by the body, in which case the minutes must be reviewed by the public body at its next meeting or within 30 days, whichever comes first. The public body must announce at its next meeting whether the minutes are being released or, if they're being withheld, the reason why continued confidentiality is required.

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There are two specific types of records that are exempt from disclosure by the Open Meeting Law.

The first type of exempt record is materials used in a performance evaluation of an individual that bear on his/her professional competence and were not created by members of the public body for purposes of evaluation. For example, if a school committee conducts an annual review of the superintendent's performance, the evaluations created by the school committee members are public records and not exempt from disclosure. However, if in that process, teachers who are not members of the school committee fill

out evaluations of the superintendent, then those documents may be withheld from the public as personnel records.

The second category of exempt materials are those used in deliberations about employment or appointment of individuals, including applications and supporting materials but excluding resumes, which must be disclosed. So any employment applications discussed during an open meeting may be withheld from the public, but resumes must be disclosed. Resumes of non-finalists used in executive session by a preliminary screening committee are exempt from disclosure, however.

6. Certification/Complaint Process/Review/Resources/Contact

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This section of the presentation covers the Open Meeting Law's requirements for public body member certification and the Open Meeting Law complaint process. Please note that this presentation is current as of March 1, 2012. Please check with the Attorney General's office to ensure that a more recent presentation has not been published. You can do so by visiting the Attorney General's Open Meeting Law website at www.mass.gov/ago/openmeeting.

The law requires that all public body members sign a certification form within two weeks of taking an oath of office or, if no oath is required, before beginning performance of the office. Public body members must certify that they've received copies of the Open Meeting Law, the Open Meeting Law regulations, and the Attorney General's Open Meeting Law Guide, and that they've read and understood the consequences for violating the law. For local public bodies, these materials should be provided by the municipal clerk. For regional, district, county and state public bodies, they should be provided by the appointing authority, the executive director, or another administrator or designee. The certification form can also be found at the Attorney General's website.

The person distributing the materials should retain the certifications as a public record. The Office of the Attorney General does not need to receive a copy.

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Any person who believes that a public body or member of a public body has violated the Open Meeting Law may file a complaint. The complaint must be submitted on a two-page form available at the Attorney General's website, and often available with municipal clerks. Complaints must be signed, and are considered public records. Complaints must be filed with the public body that is the subject of the complaint within thirty days of the alleged violation or, if it could not have been known at that time, within thirty days of the date the complainant reasonably should have discovered the alleged violation.

If, for example, something occurs during an open session meeting that allegedly violates the law, a complaint must be filed within thirty days of that meeting because the violation could reasonably have been discovered on the meeting date. However, if a public body violates the law during executive session, it is likely that the violation may not be reasonably be discovered until the executive session minutes are released, possibly months later. In that instance, the complainant would have thirty days from the date the executive session minutes were released to file his or her complaint.

Complaints should be sent to the chair of the public body. For municipal public bodies, a copy must also be sent to the municipal clerk.

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Once a complaint has been received by the chair of the public body, the chair must disseminate the complaint to the other members of the public body. The public body has 14 business days in which to respond and inform the Division of Open Government of any remedial action taken. Copies of the public body's response to the complaint must be sent to both the complainant and the Division of Open Government.

A public body may request from the Director of the Division an extension of time to respond to the complaint, if they can show good cause.

It is important that a public body review the complaint and decide what action to take. This discussion can be conducted in executive session pursuant to General Laws chapter 30A, § 21(a)(1) – to discuss complaints or charges brought against a public officer or individual. Once a public body has reviewed a complaint, it may direct the chair or counsel to respond on its behalf. It is not appropriate, however, for the chair or counsel to respond to a complaint before it has been reviewed by the public body.

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If the complainant is not satisfied with the public body's response to his or her complaint, he or she may file the complaint with the Division of Open Government. The complainant must wait at least thirty days after he or she filed the complaint with the public body before doing so.

To be considered timely, the complaint must be filed with the Division no later than 90 days after the date of the original alleged violation.

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After a complaint has been received by the Division of Open Government, the Division will send a letter to the parties acknowledging the complaint. The Division will then review the complaint, and if it's timely, may conduct an investigation. As part of the investigation, the Division may request documents from the public body, such as

executive session minutes. The Division may also interview members of the public body or others with knowledge of the events at issue.

The Division will then determine if a violation has occurred, and whether any violation found was intentional. The Division will also consider any action taken by the public body in response to the complaint to determine if the action was adequate to resolve the complaint.

Finally, the Division will resolve the complaint, usually through a letter. The letter may be brief and informal, or take the form of a more formal determination with a review of the facts and law. Any finding of a violation may include an order for remedial action.

A public body that has been found in violation of the Open Meeting Law has the right to appeal that decision in superior court within 21 days of receiving the Attorney General's determination.

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There is an alternative complaint process that bypasses filing a complaint with the public body or the Attorney General. The Attorney General, or three or more registered voters, may initiate a civil action to enforce the Open Meeting Law. For state public bodies, the complainants must file in Suffolk Superior Court. For all other public bodies, the complainants must file in superior court in the county in which the public body acts or meets.

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If the Attorney General conducts an investigation and finds that a public body violated the Open Meeting Law, there are several statutory remedies that the Attorney General may order. The Attorney General may compel immediate and future compliance with the law. This means that the public body has been put on notice that this conduct violates the law, and future similar violations may be found to be intentional. The Attorney General may compel a public body to attend a training on the requirements of the Open Meeting Law. The Attorney General may compel the public release of executive session minutes or other confidential documents used at a meeting.

Other, more severe, penalties may be imposed after a hearing before an administrative law judge. The Attorney General may nullify any action taken by a public body in violation of the Open Meeting Law. The Attorney General may reinstate an employee and make him or her whole. This remedy may be appropriate where an employee was not afforded the rights guaranteed by executive session Purpose 1. And, finally, the Attorney General may impose a civil penalty of up to \$1,000 on a public body for each intentional violation of the law.

The law allows the Attorney General to order other appropriate relief, such as revocation of the right to use remote participation.

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Let's briefly review the topics covered by this entire presentation. First, public bodies must post notice for every meeting. The notice must be posted 48 hours in advance, except in an emergency, and include the date, time, and place of the meeting, and a sufficiently detailed list of the topics the chair reasonably anticipates will be discussed.

Meetings must be open and accessible to the public, unless a public body meets in executive session. Executive session discussions must fit within one of the 10 purposes for executive session, and the public body must follow the necessary procedural steps before entering executive session.

A public body must take and maintain accurate minutes of every open and executive session meeting. The minutes must include a summary of the discussion of each topic, must contain all votes, and must contain a list of the documents and exhibits used during the meeting.

All public body members must sign the Attorney General's Open Meeting Law certification form within two weeks of taking office, certifying that they have read the Open Meeting Law, the Attorney General's Regulations, and the Open Meeting Law Guidebook, and understand the consequences for violating the law.

Finally, all Open Meeting Law complaints must be filed using the Attorney General's form, and must be filed first with the public body. The public body must be given an opportunity to respond to the complaint before the complainant may file with the Attorney General. Alternatively, three or more registered voters may file a complaint in superior court.

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There are a number of resources available to help you understand and comply with the Open Meeting Law. Please visit the Attorney General's website, www.mass.gov/ago/openmeeting. There you will find the text of the Open Meeting Law, the Attorney General's Regulations, and the Open Meeting Law Guide. We have also posted answers to frequently asked questions, which are periodically updated and supplemented. The website also includes a searchable database of every Open Meeting Law determination issued by the Division of Open Government.

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We thank you for your time and attention in listening to this presentation. If you have remaining questions about the Open Meeting Law, please contact the Division of Open Government.

You can reach us by telephone at 617-963-2540, or by email at openmeeting@state.ma.us.